



Department of Human Resources & Civil Service

Open Competitive Exam Announcement

Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

OC-64492

Receptionist Typist

- Application Fee: **\$15.00**
- Examination Date: **June 24, 2017**
- Application Deadline: **April 25, 2017**– Applications must be submitted online or filed in our office by 5PM or postmarked by this date.
- Performance Test: This examination requires a **thirty-five (35)** word per minute **Qualifying Typing Performance Test**
- Performance Test Date: **To be announced** – If you can not attend on this date, you must take a Typing Test with another agency. Please see the attached form PTW-1 (page 5 of this announcement) for additional information.
- Who May Apply: **Qualified residents of Monroe County**
- Salary: **\$22,861 - \$29,402 annually (Monroe County)**
\$12.00 hourly (East Irondequoit Central School District)
Varies with other agencies
- Employment Opportunities: **The Monroe County Department of Public Safety has two (2) positions currently held by provisionally appointed employees, who may be appointed on a permanent basis if found reachable on a civil service list established as a result of this exam.**
- The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.**

Minimum Qualifications: Candidates must meet the following minimum requirements on or before the date of the written exam: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Two (2) years of full-time or its part-time equivalent* paid office clerical experience involving typing; OR,
- (B) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Secretarial Science; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B).

Note: College level training in other than clerical or secretarial science area cannot be substituted for any work experience.

Special Requirements:

Candidates will be required to pass a pre-employment drug test for employment with Monroe County Government.

* part-time equivalent experience is as follows:

0-9 hours per week = no credit

10-19 hours per week = 1/4 (one-quarter) of full-time work

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer

Receptionist Typist, OC-64492

20-29 hours per week = 1/2 (one-half) of full-time work
30 hours or more per week = full-time work

Work experience must be paid full-time, or its part-time equivalent. Employment dates, average number of hours worked per week, and job duties must be included.

Residency Requirement:

Applicants must be residents of Monroe County for at least four (4) months at the time of examination.

Fees:

A \$15.00 **non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance

Write the LAST FOUR DIGITS of your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

Exception to Fee Requirement:

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in salary group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. Individuals wishing to claim this waiver of fee must complete a request for application fee waiver and certification request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Description of Duties:

This is a clerical position which involves responsibility for receiving office callers and performing a variety of routine clerical duties requiring a moderate degree of decision making. The work involves answering phones, directing visitors and processing related paperwork and is performed in accordance with well-defined objectives, policies and procedures. Typing is an integral part of this position. This employee works independently under direct supervision from, and reports directly to, a higher level clerical employee or administrator. Supervision of others is not a responsibility of this class.

Scope of Examination:

The examination for this position will consist of two parts: **(1) a rated written test and (2) a Qualifying Typing Performance Test.** Candidates must pass **all** parts of this examination in order to receive a final passing grade for the entire examination. Your rank on the eligible list will be determined by your score on the written test only.

The **written, multiple-choice test** will cover knowledge, skills and/or abilities in such areas as:

1. Operations with Letters and Numbers

These questions test for skills and abilities in operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

2. Receptionist practices

These questions present you with various situations that might occur on the job, involving telephone calls and visitors. You will be expected to choose the best way to handle each situation.

3. Receptionist record keeping

These questions test your ability to complete and use simple forms and records. You will be given data and asked to enter the data according to a set of instructions. You will be asked to extract and/or compile information in order to answer specific questions. The task is of the type and complexity found on the job and takes the form of making a work schedule, scheduling appointments, and compiling a periodic statistical report.

You will have to be able to use simple arithmetic in order to answer all questions correctly.

4. Using a Directory

You will use a sample telephone directory to supply information asked for in the test questions. The test questions simulate information requests that might be received by a Receptionist.

The **Qualifying Typing Performance Test** will consist of a test in accuracy and speed of typing at a minimum acceptable rate of thirty-five (35) words per minute with a 96% accuracy rate. The typing test will be administered only to candidates who receive a passing score on the written test. Candidates will be notified of the scheduled date, time and place of the typing performance test.

Please see the attached form PTW-1 for information about waiving the typing performance test.

Calculators and Reference Materials:

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **ALLOWED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

Note:

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Appeals Process:

No review or appeal is allowed. The questions and answers have been subjected to careful analysis. The exemption of these questions from any candidate review or appeal permits more prompt establishment of lists and earlier appointments.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

Background Investigation:

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Special Requirement for Appointment in School Districts and BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Active Military Members:

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

Children of Firefighters and Police Officers Killed in the Line of Duty:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Special Arrangements for Examination:

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], if you have a disability that requires special accommodations for you to participate in an examination, or if you require any other kind of special accommodations, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

Multiple Exam Takers:

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a cross-filer form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

Candidates taking more than one (1) exam in the same exam series will be allowed up to the specified length of time for each exam. Example: If you are taking two (2) exams in the same series with a maximum time of five (5) hours for each exam, you can spend no more than five (5) hours to complete both exams.

Admission to Examination:

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination three days before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

Issue Date: April 5, 2017

PTW-1 2/3/11

**MONROE COUNTY CIVIL SERVICE
TYPING PERFORMANCE TEST WAIVER**

Name (Please Print)

Social Security Number

Be sure the exam you are taking requires a Typing Performance Test before submitting this waiver.
Check the exam announcement for information.

**WAIVER AND/OR DOCUMENTATION MUST BE POSTMARKED, FAXED OR RECEIVED IN THIS
OFFICE NO LATER THAN THIRTY (30) DAYS AFTER THE WRITTEN EXAM.**

If you submit this waiver and/or documentation, but it is not done correctly or information is missing or incomplete, it will be returned to you and you will be scheduled to take the Monroe County typing test.
You will be notified by mail of your test date, time and location.

I AM REQUESTING A WAIVER OF THE QUALIFYING TYPING PERFORMANCE TEST BECAUSE:

_____ I am providing documentation that I have been successful on a typing performance test at or above the rate of speed required for the exam I am taking, with at least a 96% accuracy rate.

- ◆ Documentation may be from a high school continuing education, college course, business school, employment agency or local civil service agency.
- ◆ Documentation must be on official letterhead with the signature, title and phone number of the person who administered the typing test along with the following information:
 - Name
 - Social security number
 - Date of performance test (this must be within five (5) years of the written exam date)
 - A statement saying the typing test was five (5) minutes in length
 - Typing test speed in words per minute
 - Number of errors

OR

_____ I am currently employed by a Monroe County department or an agency served by the Monroe County Civil Service Commission and hold permanent or contingent permanent competitive status in a title that required a Qualifying Typing Performance Test at or above the rate of speed required for the exam I am taking.

Current title: _____ Dept or Agency: _____

MAIL	FAX
Monroe County Department of Human Resources 39 West Main Street, Room 210 Rochester, New York 14614 Attention: Lillian	(585) 324-1293 Attention: Lillian